

March 8, 2001

DFAS-DFC

MEMORANDUM FOR DISTRIBUTION LIST

SUBJECT: Military Leave for Civilian Employees

Public Law 106-554, enacted on December 21, 2000, changed the way Military Leave for civilian employees is processed. Prior to enactment, Military Leave taken for active duty, inactive duty training, or engaging in field or coast defense training was chargeable in whole day increments and periods of non-duty (such as weekends) were also chargeable. With the new law, Military Leave may be charged in one-hour increments and leave will not be charged for periods of non-duty.

The effective date for this change is the first full pay period beginning after the effective date of the law. For the Department, this was be the pay period beginning December 31, 2000. The Defense Civilian Pay System (DCPS) will require modification and until such time the minimum charge will be one day. We are currently evaluating when the changes will be in place and will notify you when that has been completed. While the necessary modifications will not be in place immediately, there are certain steps that can be taken to correctly charge Military Leave for periods of non-duty as well as certain work arounds to avoid erroneous conversions to another leave type or Leave without Pay. A description of these is attached and may be used at the customer's discretion. In recognition of the additional workload to Customer Service Representatives and timekeepers, special care and effort will be exercised to provide system changes. It should be noted that corrections to time and attendance for Military Leave taken prior to December 31, 2000, should continue to be reflected in daily increments and also consider non-duty periods. When system changes are in place, Military Leave balances will automatically be converted to hours.

You are requested to provide the widest possible dissemination of this memorandum. We will also be providing a copy to each of your Customer Service Representatives. My point of contact regarding this memorandum is Joe Campbell. He can be reached at (703) 607-5026.

/s/

Jerry S. Hinton
Director for Finance

Attachment:
As stated

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Military Leave Procedures and Work Around

Public Law 106-554 changed the minimum charge for Military Leave from one day to one hour and also eliminated the charge of Military Leave for non-duty time. The following is provided for your information and action, as necessary.

- The effective date of the change was the pay period beginning December 31, 2000. This was the beginning of the first pay period after the date the law was signed (12/21/2000).
- Time and Attendance will continue to be recorded to reflect the actual number of hours of Military Leave taken during a given day. The number of hours in the tour of duty must be accounted for by a combination of Military Leave, hours worked, or other leave taken.
- Military Leave will continue to be charged in one day increments and the Leave and Earnings Statement (LES) will continue to reflect balances in days until system changes are in place.
- Recording military leave for non-duty days, i.e., weekends or holidays, must cease immediately. Any charges for non-duty time made on or after December 31, 2000, and receipt are to be corrected immediately.
- Military Leave will continue to be charged in one-day increments for periods prior to December 31, 2000. Corrections prior to that date must consider non-duty time.
- Employee's Leave and Earnings Statement will continue to show the usage and balance of Military Leave in days until the Defense Civilian Pay System (DCPS) can be modified. Therefore, employees should consider the feasibility of maintaining manual records expressed in hours in order to have a pay period record of the actual balance in hours and to assure that possible erroneous charges to annual leave or leave without pay are corrected.

The Office of Personnel Management, in their Compensation Policy Memorandum 2001-2, January 25, 2001, issued guidance concerning how Military Leave will be accrued on an hourly

basis. Full time employees working a 40-hour workweek will accrue 120 hours of Military Leave in a fiscal year, or the equivalent of three 40-hour workweeks. Part time employees and employees on uncommon tours of duty will have their Military Leave prorated based on the number of hours in their regularly scheduled biweekly pay period. The following table is provided for that purpose.

Hours in the regularly scheduled biweekly pay period	Ratio of hours in the regularly scheduled pay period to an 80-hour pay period (the number of hours in the pay period ÷ 80)	Hours of military leave accrued each fiscal year
40	.5 (40÷80)	.5 x 120 = 60 hours
112	1.4 (112÷80)	1.4 x 120 = 168 hours
120	1.5 (120÷80)	1.5 x 120 = 180 hours
144	1.8 (144÷80)	1.8 x 120 = 216 hours

- When an employee takes less than a full day of Military Leave, the DCPS will charge a full day. If there is an insufficient Military Leave balance to support the charge, the system will automatically convert the excess to either another leave type or Leave without Pay according to normal leave conversion logic. Should this occur, employees should notify their CSR/Timekeeper and the employee's leave conversions should be researched for accuracy. If in fact an erroneous conversion has been made to either another leave type or Leave without Pay, a Time and Attendance transaction should be prepared changing the charge from Military Leave ("LM") to Administrative Leave ("LN") for the number of hours overstated. A record of the pay period and changes made must be kept and the T&A corrected once the system change has been implemented.
- Automated retroactive processing will be invoked when system changes are put in place and leave balances will be adjusted accordingly to reflect hours rather than days. No corrected time and attendance will be required, except in those cases referenced above.